



**Washington State
Liquor Control Board**
3000 Pacific Ave. SE Olympia WA, 98504

Purchasing Division
P.O. Box 43096
Olympia, WA 98504-3096
Telephone: 360-664-1786
E-Mail: kwa@liq.wa.gov

January 9, 2008

No. 2008-01

TO: ALL SUPPLIERS

FROM: STEVE BURNELL, MARKETING MANAGER
KIM WARD, SPIRIT BUYING MANAGER / ROBIN HALL SPIRITS BUYER

SUBJECT: ONE-TIME-ONLY (OTO) SPECIALTY ITEMS FOR
2008 (JUNE) SUMMER SPIRIT DISPLAY PROGRAM

The Board plans to acquire approximately 40 unique spirit items for sale during this June summer promotion. These will be One-Time-Only (OTO) acquisitions and there will be no repeat replenishment or purchase orders. Please limit submissions to "spirit" brands which showcase a Summer Celebration Theme such as Fathers Day, Graduations, Friends and family picnics and BBQ's.

If you have one (1) or more of these specialty bottles or packages, complete a control state Standard Quotation and Specification Form for our reference in making selections. If you need any of these forms, please request them from Kelly Higbee in Liquor Purchasing at (360) 664-1659.

Deadline – February 8, 2008

For us to consider your specialty item(s), please submit one (1) picture of each. We must receive the completed quotations and pictures no later than February 8, 2008 for the items to receive consideration.

In addition, items selected will require delivery at our Seattle, Washington Distribution Center no later than May 1, 2008. We plan on submitting all Summer Spirit Display OTO orders to suppliers by March 14, 2008. Orders for this promotion that are received too late for us to make timely distribution to our retail outlets will be returned at supplier's expense.

Quotations must contain the following information:

1. **IMPORTANT**: Please include quantity available or allocated to the State of Washington for each item submitted for consideration.
2. Please attach this cover sheet with your submission (or identify your submission as: Summer Spirit Display Program).
3. FOB: WSLCB Distribution Center, Seattle, Washington.
4. Multi-bottle gift packs must denote packs per case and bottles per gift pack (example: four/three bottle packs per case).
5. Pallet quantity, including block and tier quantities.



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6. Outside dimensions of shipping case (length, width, height).
7. UPC, SCC and Control States Codes must be included on all quotes for each item offered.
 - a. All items submitted must have a unique Control States Code and UPC number.
8. On-packs of a listed item must be submitted separately.
9. Individual cases should not exceed 45 pounds in weight.

IMPORTANT:

Improperly Coded or Packaged Merchandise

Be certain that all product shipped to us has the correct labeling. Case labels and bottle UPC labels must be correct, must scan properly and **must match the information that you submitted on your Standard Quotation and Specification Forms.**

Our warehouse management system requires that all cases be properly labeled with scannable UPC and SCC bar code symbology. We will be using the SCC as a tracking code.

Each case must be packed in one individual solid box. Our materials handling system cannot accept cartons that are “strapped” or “taped” together to make one case.

Pallet height, including the pallet, must not exceed 68 inches.

Product cases must not overhang the pallet by more than 4 inches on any side.

Improperly coded or packaged merchandise will not be received and may be subject to return to the supplier.

Split Receipts

SPLIT deliveries of Summer Spirit Display Program One-Time-Only items will not be accepted. All stock ordered for a particular item must be shipped to us at the same time.

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cc: Registered Agents